

EFFECTIVE

February 1, 2013.

Subject

The software we use to write policy manuals is changing. We are converting manuals one at time from our old system which was Adobe FrameMaker to our new Microsoft system. Historical policy will be viewable as a PDF file.

As manuals are converted they will be listed on the Policy News & Tips page. Unless the bulletin states otherwise, no policy content will be changed although the policy effective date will change due to conversion.

The Services General Requirements manuals have been converted and will have a February 1, 2013 effective date. No policy content has been changed.

Tips for using the new manual software are located on the Policy News & Tips page.

Reason: Policy software update.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items (content changes) ...

SRG GLOSSARY

SRM 101

SRM 102

SRM 111

SRM 121

SRM 131

SRM 132

SRM 133

SRM 142

SRM 172

SRM 173